

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:01 p.m. on Monday, May 14, 2012 at Henderson Library.

2. ROLL CALL

Present: Commissioners Perkins, Ravine, Ross, Sargent,
Wasserman, Wengrow, and Chairperson Stapleton.

Absent: None.

Also Present: City Librarian Theyer, Principal Librarian Wierzbicki,
Senior Librarian Van Vranken, and
Youth Services Librarian Bieber.

MOTION: Commissioner Sargent moved to grant Chairperson Stapleton an excused absence for the June 11, 2012 Commission meeting. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Wasserman led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. LIBRARY COMMISSION MEETING OF APRIL 9, 2012

MOTION: Commissioner Sargent moved for the approval of the April 9, 2012 Library Commission meeting minutes as presented. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

6. NEW BUSINESS

6A. REPORT FROM YOUTH COUNCIL

Youth Council representative Samuel Lee, Torrance High School, shared information about the Beat the Odds scholarship awards.

6B. REPORT FROM THE FRIENDS OF THE TORRANCE LIBRARY

Teresa Covey reported that the Friends made over \$9,000 from the April 27-28 hardback book sale. She announced an annual general meeting and election of officers on May 26 and paperback book sale on July 21.

6C. HENDERSON STAFF REPORT

Chairperson Stapleton noted that a Henderson Staff Report from Senior Librarian Van Vranken and Youth Services Librarian Bieber was included in agenda materials.

Senior Librarian Van Vranken described a new Summer Reading Program for Adults on June 18-28. She distributed “bingo” game cards for the program and a CD of a “Senior Scene” segment on the Mayhem in the AM Book Group.

Responding to an inquiry by Commissioner Wasserman regarding the Wish List in the Staff Report, City Librarian Theyer stated that a homework computer center would cost \$30,000 to \$40,000, new furniture in the \$35,000 to \$50,000 range, and an extra book drop between \$3,000 and \$5,000. She noted that all three of the Library’s homework centers were donated.

Youth Services Librarian Bieber reported that after-school students are very bright and engaged and that the Teen Advisory Board members are active.

6D. CALTAC WORKSHOP

Commissioners and staff briefly discussed the training session for Commissioners on March 31 and the priority that was identified to promote the Library at City Council meetings under Orals.

6E. CITY AND STATE BUDGET UPDATE

City Librarian Theyer distributed supplemental “News from the Capitol” from CLA lobbyists and informed the Commission that the Governor released his “May Revise” on May 14 and that the budget still contains no State funding for public libraries. Referring to the City budget, she reported that the Library is not in the proposal for cuts and did come up during the May 8 budget hearing. She announced the next budget hearing on May 15.

6F. TURNING THE PAGE

City Librarian Theyer reported that she recently completed the online advocacy training course “Turning the Page” and found it to be useful for all kinds of advocacy. She encouraged Commissioners to register for the free course that begins the week of June 25.

6G. NATIONAL LIBRARY LEGISLATIVE DAY

City Librarian Theyer discussed her attendance at National Library Legislative Day as part of the delegation of SCLC. She noted that her written report was included in agenda packets as well as a press release “U.S. Department of Health and Human Services Recognizes Libraries’ Role in Early Learning” in supplemental materials.

6H. DESIGNATION OF LIBRARY COMMISSION FUNDS

Chairperson Stapleton reported that she learned from Councilmember Rhilinger that the Commission is able to designate funds for the Part-time Employee Recognition breakfast back to the Library. She recalled that, at the time the Commission started

acknowledging part-time employees, the City did not recognize them but now does. She suggested that the Commission decide in the new fiscal year whether it wants to use the funds for the breakfast or to spend that portion of the budget on Library services.

City Librarian Theyer stated that the Commission could designate each year what it wants funds to go for and that she could either ask for a one time budget transfer or a permanent budget transfer.

Commissioner Ross raised the possibility of giving gift cards to honorees but not having a breakfast.

Commissioner Ravine stated that it would be nice to earmark any excess funds to a particular project or program.

City Librarian Theyer provided clarification that any unused funds have to go back into the General Fund at the end of the fiscal year. She added that she would need to know by at least the April meeting in order to order, receive, and pay the bill for whatever service is designated. She noted that the transfer would not need to go to City Council because the amount would be under \$5,000.

6I. COLLECTION DEVELOPMENT POLICY REVISION

City Librarian Theyer presented a proposed revision to the Audiovisual portion of the Adult Collection Development Policy. She stated that the revision reflects that the Library will not purchase “rental ready” editions of DVDs but will instead focus on retail versions.

MOTION: Commissioner Wasserman moved to concur with staff’s recommendation to revise the Audiovisual portion of the Adult Collection Development Policy. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval.

7. OLD BUSINESS

7A. OUTREACH REPORT

Commissioner Perkins stated that she attended the Friends book sale, Bunka Sai Festival, Historical Society’s program on the history of the Fire Department, first budget hearing, and League of Women Voters meeting.

Commissioner Ravine stated that he enjoyed attending the Fire Department’s chili cook-off fundraiser in Downtown Torrance and participating in the filming of Mayhem in the AM at Henderson Library.

Commissioner Wengrow stated that her son and grandson went to Fire Department’s chili cook-off.

Commissioner Sargent stated that she visited Betsy Butler’s office and attended the Friends book sale, Woman of the Year luncheon at the Switzer Center, and Bunka Sai Festival.

Commissioner Wasserman stated that he attended the Bunka Sai Festival, the Fire Department’s chili cook-off, two City Council meetings in April, a book fair at the

local preschool, Arbor Day tree planting at Lago Seco Park, and spoke at the Torrance Masonic Lodge about community service.

Commissioner Ross stated that he spoke on behalf of Friends at a City Council meeting and participated in the Beat the Odds selection committee and awards dinner. He noted that he is looking forward to being on the Youth Council selection committee on June 7-8.

Chairperson Stapleton stated that she accepted the Proclamation for National Library Week at a City Council meeting, attended the biography book club at Katy Geissert, and enjoyed the film about Louis Zamperini.

7B. CitiCABLE UPDATE

City Librarian Theyer reported that Michael Smith informed her that any work request for CitiCABLE that promotes the Library would need to come through the Department. She noted that the Library often appears on "This Week in Torrance."

Commissioner Wasserman suggested promoting Library programs under Orals at City Council meetings and Commissioner Ravine suggested videotaping segments at each branch library about programs being offered.

Chairperson Stapleton suggested that staff invite Commissioners whenever CitiCABLE is filming a segment about the Library.

A brief discussion centered on promoting the Library through its podcast. City Librarian Theyer stated that the Library owns the equipment and that it is not difficult but is time consuming.

MOTION: Commissioner Perkins, seconded by Commissioner Sargent, moved to establish an ad hoc committee to investigate the use of podcasts to promote the Library; a voice vote reflected unanimous approval.

MOTION: Commissioner Perkins moved to assign Commissioners Ross and Wasserman to the ad hoc committee to investigate the use of podcasts to promote the Library. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

7C. PLAN OF SERVICE REPORT

City Librarian Theyer presented a draft Plan of Service and noted that data used by staff to develop the priorities was attached in agenda materials and an addendum regarding Mission and Vision Statements was in supplemental materials. She reported that data examined included Torrance demographics, results from the public survey, results from focus groups, the City's Strategic Plan, and the Mission, Vision, and Values of the Community Services Department. She requested feedback from the Commission on the draft documents.

Commissioner Wasserman stated that he prefers the current Mission Statement but that he likes the proposed stand-alone Vision Statement.

City Librarian Theyer explained how individuals in focus groups ranked the 18 Service Responses in terms of priority, interpretation of population growth, and the challenge of obtaining responses from non-users.

Responding to Commissioner Wasserman's inquiry regarding Question 8, Willingness to pay, City Librarian Theyer explained that the purpose of the question was to assess if there an ability to generate extra income. She stated that the only two items that stand out are "To have a popular item on demand" and "To borrow a piece of equipment." She mentioned that staff is investigating adding a fax machine at Katy Geissert, adding that there would be no cost to the Library.

Chairperson Stapleton inquired if the Library's website has a link to what is new at the Library and City Librarian Theyer responded that a "Coming Soon" link is provided in the Catalog. Senior Librarian Van Vranken passed around a notebook "Coming Soon" showing items that have been recently ordered.

Commissioner Wasserman called attention to the goal to establish a Library liaison to the Parks and Recreation Commission by the end of 2013 and City Librarian Theyer explained that it would be a Library staff member who would attend meetings and bring back information.

City Librarian Theyer stated that the full Plan of Service, with introductory and background material, would be presented at the June 11 Commission meeting.

7D. PART-TIME EMPLOYEE RECOGNITION

Chairperson Stapleton distributed sample invitations for the June 13 Part-time Employee Recognition breakfast, Commissioner Sargent stated that she would make arrangements for flowers, and Commissioner Ross stated that he would purchase gift certificates and order food on May 15.

MOTION: Commissioner Ross moved to allow Chairperson Stapleton to select the Part-Time Employee Recognition invitation. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

Has not met.

8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

City Librarian Theyer reported that she participated in a retreat on May 11 to discuss how to cope without State funding and their recommendation will be presented at the next Administrative Council meeting on May 23.

8C. EDUCATION AND SCHOOL RELATIONS

Commissioner Sargent reported that she will attend the Adult School Site Council meeting on May 16.

9. MONTHLY DIVISION REPORT

City Librarian Theyer noted that the Monthly Division Report was included in agenda materials. She reported on the loss of two more staff members and informed Commissioners that Principal Librarian Vinke has been out this week due to surgery. She stated that the opening of Walteria Library is delayed two weeks in order to purchase and install new windows; the opening date is now anticipated on June 11. She

stated that she received conceptual approval to eliminate the top seven cost per use databases and the approximately \$30,000 in savings will fund a collection of e-books. She noted that staff has decided on Access 360 from vendor Baker and Taylor for e-books, adding that it would not be necessary to sign a multi-year contract.

10. ORAL COMMUNICATIONS

10A. Commissioner Sargent announced a Miracle of Living lecture on allergies on May 16 and a Riviera Garden Club's Historic Home Tour on June 1-2. She stated that Healthy Kids Day at the YMCA was well attended this year.

10B. Chairperson Stapleton stated that she attended the Commissioner Training and learned if a Commissioner votes no on a motion, he or she needs to say why.

10C. Principal Librarian Wierzbicki distributed fliers for Veterans Remember and stated that she is looking for veterans and volunteers to help compile oral histories.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the June 11, 2012 Library Commission meeting agenda were listed and include: Southeast Library staff report, Friends, Foundation, Youth Council, SCLC, Education and School Relations, outreach reports, calendar attendance at City Council meetings, Summer Reading preview, Plan of Service, CitiCABLE and podcast update, City and State budget, elect Chair and Vice-Chairperson, and Part-time Employee Recognition.

12. ADJOURNMENT

MOTION: At 9:12 p.m., Commissioner Ross moved to adjourn the meeting to June 11, 2012 at 7:00 p.m. at Southeast Library, 23115 S. Arlington Avenue. Commissioner Wengrow seconded the motion and, hearing no objection, Chairperson Stapleton so ordered.

Approved as Amended June 11, 2012 s/ Sue Herbers, City Clerk
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